

14 FAH-5 H-500 DPO OUTGOING MAIL

14 FAH-5 H-510 DPO MAIL RECEIPT AND DISPATCH

*(CT:DPO-1; 11-14-2013)
(Office of Origin: A/LM)*

14 FAH-5 H-511 PROCESSING INTERVAL

(CT:DPO-1; 11-14-2013)

Mail under 13 oz. deposited in the letter collection box must be processed each business day at set intervals. Form PS-0055-A must be affixed to the receptacle stating: "Mail deposited daily before (INSERT TIME) is postmarked today and dispatched today. Mail deposited daily after (INSERT TIME) is postmarked today and dispatched on the next business day."

14 FAH-5 H-512 MAILABILITY

(CT:DPO-1; 11-14-2013)

- a. Determine if the item being presented is mailable, as outlined in the USPS Domestic Mail Manual (DMM). Customers can use the United States Postal Service (USPS) website for standard shapes and sizes for mailable items by following the prompts for Calculate Domestic Postage. Diplomatic Post Office (DPO) mail is considered Domestic Mail for postage rates.
- b. DPO Mail transported to and from overseas posts requires the domestic rate of postage for mailing; however, it is handled and processed through customs like International Mail unless specifically stated otherwise in a host national agreement with post. Otherwise, individual country rules published in the USPS International Mail Manual under Individual Country Listings apply.
- c. Ensure mail being accepted for dispatch does not exceed the maximum allowable size and weight restrictions of origin and destination. See USPS Postal Bulletin under the "Overseas Military Mail" section for a complete listing of DPO restrictions by zip code.
- d. Measuring parcels. Instructions on how to measure parcels can be found in the USPS Website, Tips and Tools for Measuring.

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- e. Boxes may be reused for shipping. Any obsolete marking on the container to be reused for mailing must be obliterated as outlined in the DMM.
- f. Mail accepted for dispatch via DPO must have the authorized user's assigned DPO address as the return address unless the user is departing post. (See 14 FAH-5 H-311(k), for proper address format). DPO address format must be in accordance with USPS Publication 28, Postal Addressing Standards.

14 FAH-5 H-513 CUSTOMS DECLARATION FORMS

(CT:DPO-1; 11-14-2013)

The DPO clerk will ensure, regardless of contents, that all mail weighing 13 ounces or more sent between United States and DPO locations bears Form PS-2976 Customs Declaration CN-22, or Form PS-2976-A, Customs Declaration and Dispatch Note CP 72. If Form 2976-A will not fit on the address side of the mail piece, Form PS-2976 must be used. Detailed instructions on use of these forms can be found on the reverse side of both forms. For determining the required usage of customs declarations when mailing to or from DPO addresses, see USPS 703.2.3.6 through 703.2.3.8 and US Customs:

- (1) Use a customs form that better fits the size of the package being mailed;
- (2) When using Form PS-2976 or via Click-N-Ship on-line, detach or print the white stub and maintain in DPO files for 30 days; and
- (3) When using Form PS-2976-A, detach or via Click-n-Ship on-line, detach or print and maintain in DPO files for 30 days; customer retains the "Customer copy".

14 FAH-5 H-514 VERIFYING POSTAGE

(CT:DPO-1; 11-14-2013)

- a. Click-N-Ship generates postage and special services online. Customers using USPS Click-N-Ship will present their parcels to the DPO clerk, already bearing postage. Clerks must check the following:
 - (1) Verify "to" and "from" address information is filled out and legible;
 - (2) Verify customs form is filled out, legible and signed by the customer; and
 - (3) Verify weight of the package is entered in the appropriate block.
- b. Complete the transaction:
 - (1) Date Stamp (All Purpose Date Stamp (APDS)) must be used on all receipts;
 - (2) Give customer their copy of receipts;
 - (3) File the post office copy of receipts and customs forms;

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- (4) Cancel all postage stamps with canceling stamp (also referred to as “killer bar”); and
 - (5) Double-check that all necessary endorsements (Priority, First Class, etc.) and stickers are affixed.
- c. Stage in the “Mail for Dispatch” designated area so it can be scanned into Automated Military Postal System (AMPS) Product Tracking Service (PTS) before placing in Priority Mail Bag.

14 FAH-5 H-514 THROUGH H-519 UNASSIGNED